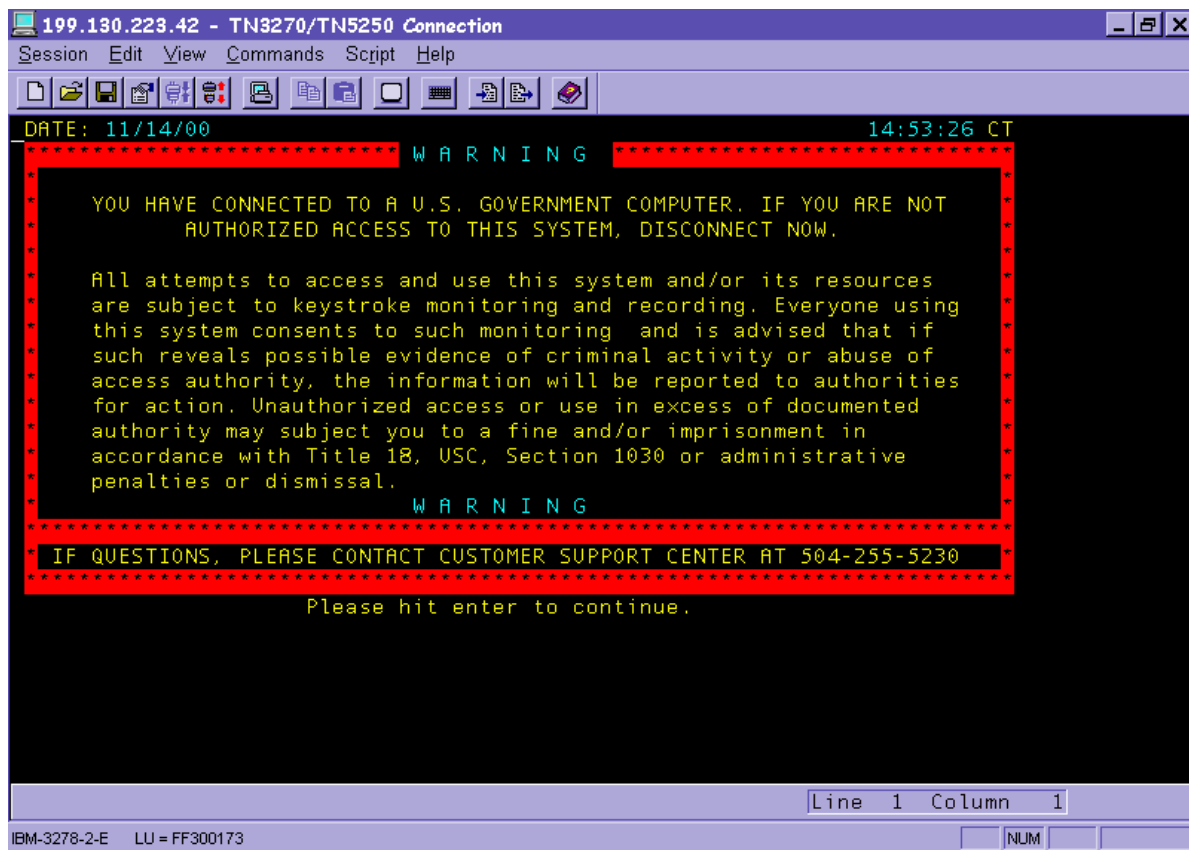# INSTRUCTIONS FOR
ENTERING FFIS

Step 1:

1. Double <**Click**> on the **NFC-FFIS.Ink** Icon on your desktop.

Step 2:

2. Helpful Hint: When you are at this screen, click anywhere on the screen with your mouse; and then <**click**> **Enter** you will automatically go to the NFC banner screen.

Step 3:

```
================================================================================
==  11/14/00         SNX32702           FF300173              PF1=HELP    ==
================================================================================
==                  NN    NN      FFFFFFFF       CCCCCCCC                 ==
==                  NNN   NN      FFFFFFFF      CCCCCCCCC                  ==
==                 NNNN  NN       FF            CC                         ==
==                NN NN NN        FFFFFFFF      CC                         ==
==               NN  NNNN         FFFFFFFF      CC                         ==
==              NN   NNN          FF            CCCCCCCC                   ==
==             NN    NN           FF            CCCCCCCC                   ==
==  ========================================================================  ==
==   =========              National Finance Center          =========    ==
==   =========        Office of the Chief Financial Officer  =========    ==
==    =========     United States Department of Agriculture  =========    ==
==     ==================================================================     ==
==                       For Authorized Use Only                          ==
==   ENTER USER ID = AP###     PASSWORD = ######    NEW PASSWORD =         ==
==                                                                        ==
==      ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
================================================================================
```

3. At the banner screen <**type**> your **AP number** and your 6-8 digit **password** and <**press**> **enter**. If you reach this screen, and the screen says password suspended, call ATAC.
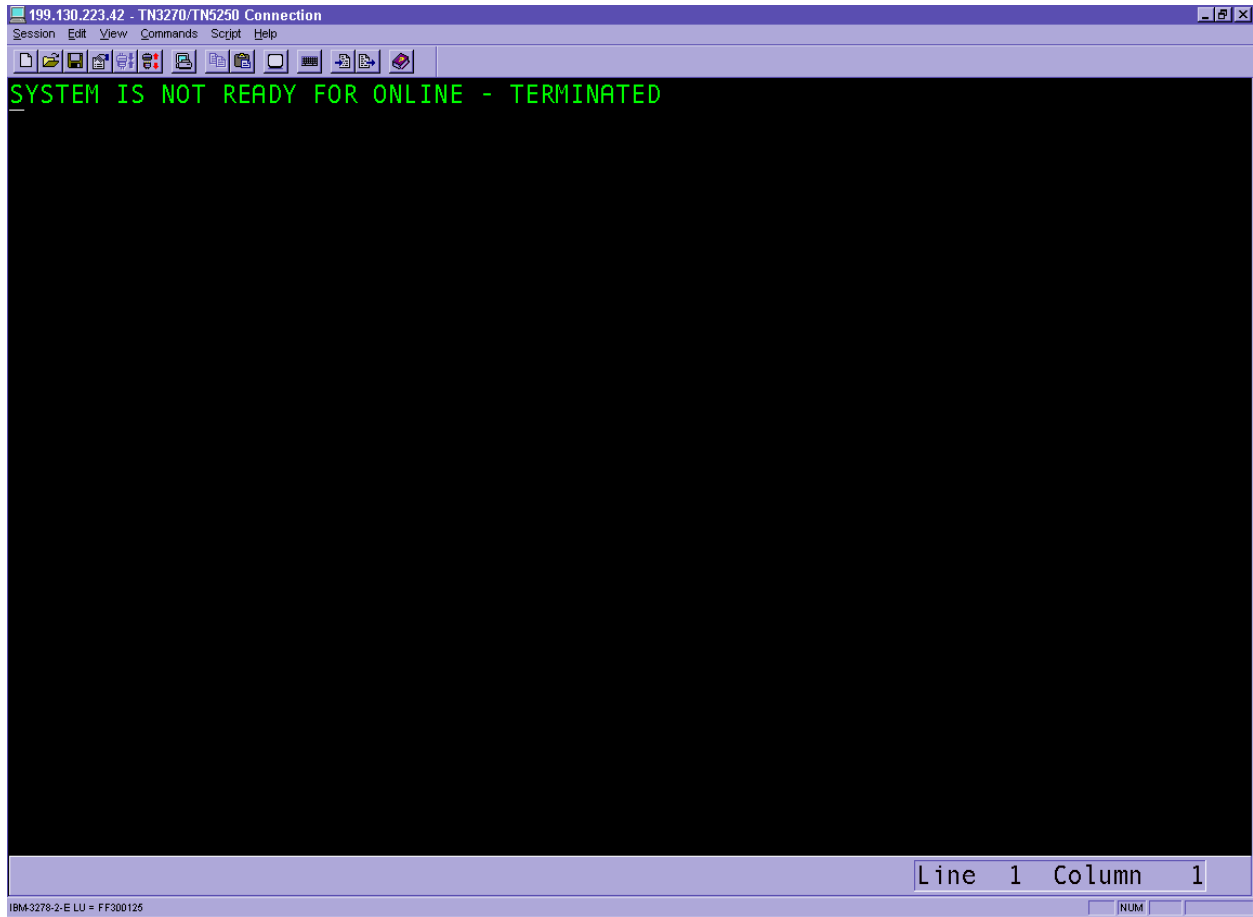
Step 4:

```
      Actions  Options  Commands  Features  Help
 --------------------------------------------------------------------------------
 KLSVSEL1                  CL/SUPERSESSION Main Menu               More:  +

 Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID  Description                        Type     Status
   ----------  -------------------------------  --------  ------------
 __   BTCHFOC5    FOCUS Batch Rptg USDA             Multi
 __   CADI        Central Accounting Database Inq   Multi
 __   CULPRT5     P/P Reports Gen  USDA             Multi
 __   DFIS        Departmentwide Financial InfoSys  Multi
 __   EOSEVT1     EOSEVT1                           Multi    Unavailable
 __   FF34-P18     APHIS Production                 Multi
 __   FF66-P21    APHIS Conversion                 Multi
 __   FOCSRPT5    FOCUS Reporting USDA             Multi
 __   ISPF5       Interactive Sys Prod Fclty USDA  Multi
 __   MASC        Mgmt Acctg Structure Codes Sys   Multi
 __   SS1         Supersession-Internal Users      Multi
 __   TMGT        Tables Management Sys            Multi


 Command ===>                                             SYSB/FF300125
 Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
 ================================================================================
```

4. After the NFC banner screen you will place your cursor on FF34 – P18 APHIS Production and <**press**> **Enter**. Your default screen may look different then the above example. You will only be able to view the items that you have access to.

Step 5:

5. If you receive this screen it means that FFIS is down and to try again later. If you receive this screen <**press**> the **End key** on your keyboard and <**type**> **Bye**. Exiting out of this incorrectly can lead to problems entering the FFIS system when it is ready.

Step 6:

H:\ffis\secure\FDW\NEWLOGINPROCEDURES\Instructions to enter FFIS.doc

```
 **\   **\  ******\  *******\   ****\    *******\  ********\  *****\   *****\
 **\   **\ ********\ ********\  ******\   ********\ ********\ ******\ *******\
 **\   **\ **\\\\**\ **\\\\**\ **\\\\**\   **\\\\\\ **\\\\\\   **\\\ **\\\\**\
 **\   **\ **\    \\ **\   **\ **\   **\   **\      **\      **\   **\   **\  \\
 **\   **\ *******\  **\   **\ ********\ * ******\  ******\   **\   *******\
 **\   **\ *******\  **\   **\ ********\ * ******\  ******\   **\    *******\
 **\   **\   \\\\**\ **\   **\ **\\\\**\   **\\\\\  **\\\\\   **\      \\\\**\
 **\   **\ **\   **\ **\   **\ **\   **\   **\      **\      **\   **\    **\
  ******\\ ********\ ********\ **\   **\   **\      **\      ******\ ********\
   *****\   ******\\ *******\\ **\   **\   **\      **\      ******\  ******\\
    \\\\     \\\\\\   \\\\\\\  \\    \\    \\       \\       \\\\\\   \\\\\\

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          RESTRICTIONS SET FORTH IN THE FAR, DFAR, OR OTHER LICENSE
                     REFERENCED IN THE CONTRACT.

             SELECT BY NUMBER:  1.  TABLE INQUIRY/UPDATE (MTI)
                                X.  EXIT
        COMMAND:  1
               USERID:  UXXXX##        PASSWORD:  ########
         NEW PASSWORD:              VERIFICATION:
```

6. At the USDA FFIS screen you will <**type**> **1** on the "Command" line, <**type**> your "User ID" which will begin with a U, and <**type**> your 8 character FFIS password. <**Press**> **Enter**. If you have problems entering the system at this screen, call ATAC to have your FFIS password reset.

Step 7:

```
ACTION: L TABLEID: FFS1 USERID: UXXX

          T H E    F E D E R A L    F I N A N C I A L    S Y S T E M
                   AMERICAN MANAGEMENT SYSTEMS, INC.
```



```
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 TYPE AN "X" NEXT TO THE OPTION YOU WISH TO PERFORM:
   (   )  MAIN MENU     (   )  GENERAL MESSAGES    (   )  DIVISION MESSAGES
```

7. The above screen will be present when you successfully enter the system.